

SITE SERVICES PLANNING GROUP

The Planning Group is responsible for:

- Holding an initial planning meeting during the annual session.
- Identifying volunteers to coordinate the main task areas.
- Planning so that no tasks fall through the cracks.
- Developing a coordinated plan for recruiting volunteers for:
 - **Site Preparation** on the weekend and/or Monday & Tuesday prior to Annual Sessions.
 - **Housekeeping** during Annual Sessions.
 - **Clean-up** on Sunday following the conclusion of Annual Sessions.
- Assuring an adequate stock of supplies for the annual session and following year.
- Making progress and status reports at the Continuing Committee meetings in late October and early March.

Coordinators needed:

Overall Coordinator/Advance Preparation _____

Site Preparation Coordinator _____

A/V Setup/Cleanup Coordinator _____

Food Service during Site Preparation _____

Purchasing Coordinator _____

Housekeeping Coordinator _____

Clean up Coordinator _____

Coordinator responsibilities can be divided up or combined as the planning group wishes.

OVERALL COORDINATOR RESPONSIBILITIES

Also see separate coordinator responsibilities sections

The task of Overall Coordinator is made far easier by initiating and guiding the planning process at the earliest possible date and by keeping communication flowing as best as possible between the Continuing Committee, Planning Coordinators, and monthly meetings. The task of Overall Coordinator can be quite satisfying as long as a sufficient number of people are identified early in the process. This cannot be stressed enough. It requires an amount number of people to make Site Preparation, Housekeeping, and Clean-up happen and these tasks quickly become overwhelming if the burden is not spread out enough among a large group.

FALL / WINTER

- Call planning group meeting if possible. Send notices to constituent meetings and individuals who expressed a willingness to help. Coordinators should be identified by the Fall Continuing Committee Meeting.
- Develop a plan with the Site Preparation Coordinator for recruiting 10-12 volunteers to prepare the ILYM campus. Site Preparation can be done Monday through Wednesday noon just prior to the start of Annual Sessions, but it will be very rushed. Most groups start on the weekend before and more people can be available to come just for the weekend.
- Send copies of the appropriate parts of the planning documents or the link to the ILYM website to the coordinators. Contact them later to answer any questions they may have and to determine the status of planning in their area of responsibility.
- Attend the Fall Continuing Committee Meeting, which takes place in October, and report on plans made so far. Problems or concerns should also be brought to the attention of Continuing Committee at this time.
- Check with Maintenance and Planning Committee to see if there have been any changes to the property which would change Site Preparation.

SPRING/EARLY SUMMER

- Call each of the coordinators in late January or early February reminding them of their commitments. Ensure that they are clear on their responsibilities and that adequate planning and preparation has taken place.
- Report your progress to the Spring Continuing Committee Meeting in early March. This would be an opportunity to easily get the word out if there appears to be a shortfall of people for Site Preparation.
- Keep recruiting! Work closely with the Site Preparation and Clean-up Coordinators to ensure a sufficient number of people.

JUST BEFORE AND AT SITE PREPARATION

- See that the Site Preparation Coordinator reviews check-off lists. The Administrative Coordinator will print these and signage to be used during site prep.
- Take your ILYM Directory with you to Site Prep in case you need to call the Purchasing Coordinator, Administrative Coordinator, Clerk of M&P, Stewards, Clear Creek Friends, or other volunteers for last-minute clarification, advise, or assistance.
- Ensure there are people besides those preparing the site prep food who are available to clean dishes, empty trash, and wash towels.

Give log corrections or updates to the Administrative Coordinator after Annual Sessions. Feel free to make notes on these pages as they occur to you and then pass on the annotated copy to the Administrative Coordinator.

NOTE: The Administrative Coordinator will order the tents, dumpster, and port-a-potties, make sure that fire extinguishers have been inspected and serviced, and make sure there is enough propane for the meetinghouse and showerhouse.

Finances:

Budget for Annuals Sessions presented 2024 Annual Sessions

Admin Coor Event Expenses (tents, printing and mailing, etc.)	\$9,000
Cooking and Food	\$10,300
Program Aft/Eve (speakers, workshops, etc)	\$5,000
Children's Program	\$2,750
Sie Prep	\$1,750
Total	\$28,800

The estimated total expense for the program and food/cooking is important information for setting the overall registration fee, which must be decided in the spring. The registration fee should always be set at whole dollars per day, and the fee can vary somewhat from year to year. There are Finance committee documents available for planning gatherings and retreats; this information can also be useful when planning for Annual Sessions. Find them online at www.ilym.org/content/finance-resources

Past Practice:

Site Prep expenses include paper and cleaning supplies done by the Purchasing Coordinator, cost of food service during site prep, as well as items that may need to be purchased during site prep.